

**South West Hub Governance Board (SWH 07)
Meeting Minutes**

Monday 28 September 2020
11.00 am-12:57pm, Virtual

Chair: Dr Molly Warrington (MW)

Clerk: Beth Souster (BS)

In attendance: Stephen Howe (SH), Carolyn Dickinson (CD), Mike Ion (MI), Nitesh Gor (NG), Bhavini Budhdev (BB), Mike Younger (MY), Salina Ventress (SV), Suzanne Flack (SF), Rachel Howie (RH) and Jo Evans (JE).

ACTIONS

REF	Action	Lead
SHB07-A1	'Allocation of the transfer grant' update to be added to the next agenda, 30 th November 2020.	MI & BS
SHB07-A2	To send a thank you to Kim Warton for her time and work on the Avanti SW staffing.	MW
SHB07-A3	RH to send MI the Ofsted questions for sharing with SW Hub Board members.	RH
SHB07-A4	Present the Behaviour framework at the next meeting.	CD
SHB07-A5	To offer advice and guidance to RH in her Safeguarding support role.	CD & SF
SHB07-A6	To discuss plans for reviewing the curriculum and the involvement of the SW Hub Board.	MI & CD

AGENDA

1. Welcome and apologies

(Ch.)

MW welcomed Rachel Howie to the SW Hub Board and to the meeting today.

MW advised that Andrew Quayle had resigned from his role on the SW Hub Board. MW thanked Andrew for his continued support during his time on the SW Hub Board.

No apologies were received.

2. Declarations of Interest(s)

(ALL)

a. Conflict of Interests

- i. None declared for this meeting.

SW Board members were advised to complete and return the declaration of interest form sent by BS as soon as possible.

- b. Business Interests.
- i. As above.

3. Minutes & Confidential Minutes of meeting 29 June 2020 to be approved/signed* (Ch.)

MW noted one amend to the main meeting minutes: Item 7 = Hub Director's Report.

The SW Hub Board agreed the minutes and the confidential minutes from the meeting on 29 June 2020. They are a true and accurate record of the contents discussed at the meeting. The minutes were therefore approved and will be signed by the Chair once social distancing measures are lifted.

4. Matters arising (Ch.)

Item 4 – MW noted how valuable the recent disability training had been. The next training session for SW Hub Board members is due on Monday 12th October.

Item 7 – MI & CD are working on scenarios to show progress since Avanti took over the SW schools.

Item 9 – MW asked if the changes had been made to the relevant policies. Yes for both policies.

There were no matters arising from the confidential minutes.

5. AST matters: items from Board of Trustees (MW)

Two items were raised and will be discussed later:

- Governance review
- Terms of Reference

6. Financial report* (BB)

Please refer to '*SW Finance Overview 23.09.20*'

BB talked SW Hub Board members through the report and clarified points of interest.

Q – Are the DfE concerned that the schools are unlikely to break even for the next 5-6 years?

A – A recent meeting with the RSC office confirmed that they are aware of the long term commitment.

SF – Attended the recent meeting in her role as Head Teacher Board Member and advised that the feedback was positive, especially the work that has been carried out so far. It was noted that finances were not a key topic of conversation at this meeting, however the HTB and RSC recognise the difficulty in turning schools around quickly in today's environment.



Q – Pupil numbers appear to be the biggest risk factor. How much forecasting is carried out?

A – There are local variations and this is taken into account. Re-forecasting will be considered to address the impact lower pupil numbers will have on school finances.

Q – When do schools in the South West know their projected intake figures for September 2021?

A- Early January 2021 schools are informed on their 1st, 2nd & 3rd choice preferences.

Q – The report forecasts 4 cohorts from Sept 2021, is that realistic?

A – There will be a marketing campaign to local residents for all three schools. This will include half page adverts, information evenings etc. with the intention to increase pupil numbers.

Allocation of Transfer Grant

ACTION add 'Allocation of the transfer grant' update to the agenda on 30th November 2020.

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| 7. Staffing (for information): (Confidential Section) | MI |
| <ul style="list-style-type: none">• staffing organograms• staff restructuring | |
| 8. Hub Director's Report - (Confidential Section) | CD |
| <ul style="list-style-type: none">• attendance strategies• Covid-19 update• Hub Development Plan Update | |
| 9. SEND/Safeguarding | CD |

Confirm HB member with responsibility for Safeguarding

Q – MW asked if SF would be happy to continue as the Safeguarding and SEND link.

A - SF advised that she is currently not a safeguarding lead at any of the Redstart schools but would be happy to continue with the SEND link role for Avanti.

RH – Offered to be Hub Board link with responsibility for SEND, with support from SF.

ACTION – CD & SF to offer advice and guidance to RH in her Safeguarding support role.

Brief feedback on SIG meetings

MW noted how useful the Safeguarding and SEND meetings have been. These are on the Hub Development plan.

Q - Who sends the invites to the SIG?

A – MI will send the invites.

10. Terms of reference MW

- Governance Review* (for information)
- Revised ToR* (draft, for information)
- Action plan for academic year 20-21
- Allocation of Hub Board members to schools

The SW Hub Board agreed that the Principals should be invited to attend the second meeting of each term. A number of options were discussed and addressed in terms of what their contribution might be.

JE – Suggest the following:

- Principals could prepare a short impact report.
- The Principals could take it in turns to present to the group.
- The Principals present to a sub group of the Board and the information is fed back to the main SW Hub Board.

Allocation of Hub Board members to schools:

SW Hub Board Member Link:

Avanti Hall, Exeter = SH and JE

Avanti Gardens, Bristol = RH and MW

Avanti Park, Frome = SF and SV

MY – Offered to rotate.

The link SW Hub Board members will take a lead on liaison and will aim to work with the Principals over the next 12 months.

CD – Will broker meetings between the link Board members and the Principal and will prepare guidance and an agenda and suggest when these might take place.

Q - Will on-site visits be appropriate at this time?

A – Arrange virtual meetings in the first instance.

Hub Board Action Plan 20/21 – Noted. MW explained that the purpose of this document, together with the spreadsheet containing metrics, was to be able to track progress on various items through time, and therefore better assess the effectiveness of the Board in supporting progress by the Hub Director and Principals, as well as holding them to account.

SH confirmed the NGA report was a useful document.

Q - Did the full board adopt all the recommendations?

A - Not yet. However, there are a number of things such as the revised ToFR that will be taken to the next full board on the 7th Oct.

MY – Advised that it is likely that the Board will adopt the recommendations and will maintain Hub Board structure for at least the following academic year.

Q – How and when will the new curriculum be reviewed and will this SW board be involved with this?

ACTION – MI and CD will discuss plans for reviewing the curriculum and will consider the involvement of the SW Hub Board.

11. Uniform

CD

See Item 11 '*SW Draft Uniform policy*' document.

- Agree timetable for introduction of uniform
- Agree format of consultation

Three areas to consider and discuss:

1: The SW Hub Board's agreement to a uniform.

2: When and What?

3: If there's to be a consultation, what form should it take?

MW had contacted all three Principals for their views and opinions on the uniform. The Principals are keen to implement the uniform across the three schools to support and promote the new ethos and culture for the schools.

A phased introduction was suggested from January 2021 to September 2021.

A number of key areas were discussed in depth by the SW Hub Board to include:

- Costs for parents
- Benefits of having a uniform
- Consultation with parents and pupils

Affordability for parents was discussed and the possibility of Avanti covering the costs for certain items of the uniform.

When -

Further discussion took place on the suggested date and it was agreed that the initial phase should start in January 2021.

It was suggested that the list could be simplified to not include the high priced items and Pupil Premium funds could be used to support families of PP students.

Comments:

Whether the consultation could focus on the need for a blazer and could some of the marketing budget be used to offer a tie.

It was also advised to consult the pupils as well.

NG – Advised SW Hub Board members on the discussions and plans considered when considering the uniform. The Trust would like the pupils to feel a sense of pride in wearing their uniform. There will also be regular price checks to monitor costs for parents.

MI Summary:

Aim for January with a phased introduction over two terms to September 2021. The consultation to be considered along with costs and equity.

12. Urgent matters (Agreed with Chair by 27.09)

N/A

13. Identification of confidential item(s) (All)

- Items 7, 8&9

14. Overview of Actions

(Ch. /CI)

- Six actions identified. See Actions box page 1.

15. Date of next meeting(s): (Ch.)

Academic year 2020/21 (confirmed):

Monday 30th November 2020 - Virtual



Monday 25th January 2021

Monday 29th March 2021

Monday 24th May 2021

Monday 5th July 2021

MI – Advised SW Hub Board members that a new part time Trust Data Manager and Analyst has been recruited and she is already having an impact.

MI also noted the use of Arbor a management information system. Arbor details will be shared.

Meeting Closed

MW thanked everyone and closed the meeting.

Meeting concluded: 12:57